



DONALD L. WOLFE, Director

COUNTY OF LOS ANGELES

DEPARTMENT OF PUBLIC WORKS

"To Enrich Lives Through Effective and Caring Service"

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IN REPLY PLEASE

REFER TO FILE: **PJ-1**

September 29, 2005

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Dear Supervisors:

**TOPANGA LIBRARY PROJECT
AWARD AGREEMENT
APPROVE TOTAL PROJECT BUDGET
SPECS. 6757; C.P. 77484
SUPERVISORIAL DISTRICT 3
3 VOTES**

**JOINT RECOMMENDATION WITH THE CHIEF ADMINISTRATIVE OFFICER AND
THE COUNTY LIBRARIAN THAT YOUR BOARD:**

1. Award and authorize the Director of Public Works to execute an agreement with Leidenfrost/Horowitz & Associates, Inc., (LHA) to provide design and consultant services for the Topanga Library project for a not-to-exceed fee of \$741,283, funded by Third District Capital Project Funds and Third District Road Funds; and establish the effective contract date following receipt of insurance certificates filed by the consultant.
2. Approve the total project budget of \$12,595,000 for the Topanga Library project as detailed in Enclosure A.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTIONS

Approval of the recommended actions will allow the County to proceed with the design of the Topanga Library project.

On December 16, 2003, your Board authorized the Public Library to submit a grant application to the State for grant funds under the California Reading and Literacy Improvement and Public Library Construction and Renovation Bond Act of 2000 to construct the Topanga Library project. Unfortunately, the project was not awarded a State Library Bond Act grant. However, in the current year budget, Third District Capital Project funds were allocated in order to proceed with the project.

The residents of Topanga are currently served by the Public Library's Las Virgenes Bookmobile, which provides limited library services at various locations in the community. For additional library services, local residents must travel to County library facilities in Agoura Hills and in Malibu.

The proposed project will include construction of an approximately 11,048-square-foot library and associated parking at 122 North Topanga Canyon Boulevard in the unincorporated community of Topanga. In addition, the project will include off-site road improvements on Topanga Canyon Boulevard to improve access to the proposed library site. The proposed library will be equipped with current computer technology and other improvements, which will meet the current and projected needs of the Topanga community. The proposed library will include a large adult reading area, a community meeting room, a community learning center to provide after-school homework assistance for students, a group study room, a teen center for middle and high school students, a children's area with dedicated storytelling and programming space, express-service checkout machines at the customer service desk, public access computers with Internet access, and a new opening day collection of 42,000 books and other library materials.

Following completion of construction documents and jurisdictional approvals, tentatively scheduled for January 2007, we plan to return to your Board to adopt plans and specifications and to advertise for construction bids for the project.

Implementation of Strategic Plan Goals

These actions are consistent with the County Strategic Plan Goals of Fiscal Responsibility, Service Excellence, and Children and Families' Well-Being as this is an investment in public infrastructure that will provide improved library service and educational facilities and programs for enhancing educational and workforce readiness.

FISCAL IMPACT/FINANCING

The total project cost, including land acquisition, programming, plans and specifications, plan check, construction, furniture and equipment, civic art, telecommunications, consultant services, miscellaneous expenditures, and County services, is currently estimated at \$12,595,000. The project is funded with \$4,741,000 of Third District Capital Project Funds, \$403,000 of Third District Road Funds, and \$7,451,000 allocated for Enhanced Services for Unincorporated Areas. The Road Fund financed \$9,000 for environmental documentation in Fiscal Year 2003-04, \$84,000 is allocated in the Fiscal Year 2005-06 Road Fund Budget for design and land acquisition costs, and the balance of \$310,000 for construction will be included in the 2006-07 Road Fund Budget.

The recommended agreement with LHA is for a total not-to-exceed fee of \$741,283, and is being funded with \$692,423 from Capital Project 77484 and \$48,860 from the Road Fund Budget.

The Project Schedule and Budget Summary are included in Enclosure A.

Operating Budget Impact

It is anticipated that the new library will begin operation in April 2009 and funding for annual operating costs will be required at that time. The annual budgetary cost for operating this new facility is estimated at \$709,000 based on the current costs for staffing, support, facility maintenance, and other operating costs that will be required. In addition, there is a one-time cost of \$1,565,000 for books and materials, which is included in the current total project budget. The Public Library will request additional funding for the new library's operating costs beginning in Fiscal Year 2008-09. The Chief Administrative Office will review the operating requirements and available funding as part of the budget and make a final recommendation to your Board at that time.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The proposed library site is a 0.62-acre parcel of undeveloped land on Topanga Canyon Boulevard, currently owned by County Waterworks District No. 29. On December 16, 2003, your Board approved an Option Agreement with the District allowing the County to acquire the proposed library site for the appraised fair market value of \$340,000. We are now in the process of exercising this Option Agreement to complete transfer of title from the District to the County.

ENVIRONMENTAL DOCUMENTATION

On November 25, 2003, your Board adopted a Mitigated Negative Declaration for this project.

CONTRACTING PROCESS

On February 21, 2002, Public Works issued a solicitation to 21 firms recommended by the Architectural Evaluation Board to provide design and consultant services for potential library projects identified by your Board for Library Construction Bond Act applications. A total of nine firms responded to the solicitation. The proposals were evaluated by a panel of members from Public Library and Public Works based on technical expertise, proposed work plan, experience, personnel qualifications, and understanding of the work requirements. The evaluation was done without regard to race, creed, color, or gender. On March 11, 2002, Public Works and Public Library selected and ranked the five best-qualified firms. LHA was determined to be the firm best qualified for this project.

On April 22, 2003, your Board awarded an Agreement to LHA for a not-to-exceed fee of \$194,633 to provide design and consultant services for submission of the State grant application.

On September 9, 2005, Public Works, under delegated authority, awarded an Agreement to LHA for a not-to-exceed fee of \$50,000 to provide as-needed design and consultant services to begin the community input process and to expedite the design.

LHA has agreed to provide design and consultant services to complete the remainder of the project for a not-to-exceed fee of \$741,283. This fee includes design, construction administration, consultant, and additional/reimbursable services. Consultant services include a topographic survey for the off-site improvements, model and rendering production, planning/design of acoustics, audio-visual, data and telecommunications, signage, furniture, fixtures, and equipment for the proposed library. The construction administration portion of the fee is applicable to services during construction and will be billed only during construction. The fee for additional and reimbursable services will only be used if additional work is requested and approved by Public Works.

The negotiated fee for the Topanga Library project is based on the County's architectural/engineering fee schedule approved by your Board on August 21, 1990. The negotiated fee has been reviewed by Public Works and is considered reasonable for the scope of work.

A standard agreement, in the form previously approved by County Counsel, will be used. The standard Board-directed clauses that provide for contract termination, renegotiation, and hiring qualified displaced County employees will be included.

As requested by your Board on August 12, 1997, and as a threshold requirement for consideration for contract award, LHA is willing to consider Greater Avenues for Independence Program/General Relief Opportunity for Work participants for future employment.

LHA is in full compliance with Los Angeles County Code Chapter 2.200 (Child Support Compliance Program), Chapter 2.203 (Contractor Employee Jury Services), and is aware of the Safely Surrendered Baby Law.

LHA's fee schedule, Community Business Enterprise participation data, and a three-year contracting history are on file with Public Works.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Approval of the recommended actions will have no impact on current library services. Library Bookmobile service in Topanga will continue uninterrupted during the construction of the new facility.

The Honorable Board of Supervisors
September 29, 2005
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CONCLUSION

Please return an adopted copy of this letter to the Chief Administrative Office (Capital Projects Division), Public Library, and Public Works.

Respectfully submitted,

DONALD L. WOLFE
Director of Public Works

DAVID E. JANSSEN
Chief Administrative Officer

MARGARET DONNELLAN TODD
County Librarian

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Enc.

cc: County Counsel
Department of Public Social Services (GAIN/GROW Program)

September 29, 2005

ENCLOSURE A

**TOPANGA LIBRARY PROJECT
AWARD AGREEMENT
APPROVE TOTAL PROJECT BUDGET**

I. PROJECT SCHEDULE

Project Activity	Scheduled Completion Date
Award Design Contract	10/11/05
Execute Design Contract	11/03/05
Schematic Design	12/28/05
Design Development	03/22/06
Construction Documents	09/07/06
Jurisdictional Approvals	01/23/07
Construction Award	05/08/07
Construction Start	06/19/07
Substantial Completion	08/18/08
Library Opening	04/20/09
Final Acceptance	06/09/09

II. PROJECT BUDGET SUMMARY

Budget Category	Proposed Project Budget
Land Acquisition	\$ 365,500
Programming	\$ 153,999
Plans and Specifications	
Basic Design Services	\$ 379,654
Construction Administration	107,082
Consultant Services	204,547
Additional/Reimbursable Services	50,000
Total A/E Contract	\$ 741,283
Plan Check and Jurisdictional Reviews	\$ 90,808
Construction	
Demolition	\$ 17,073
Construction Contract	6,250,000
Change Order Contingency	625,000
Utility Connection Fees/Telecommunications	417,431
Total Construction	\$ 7,309,504
Furniture, Fixtures, and Equipment	\$ 845,045
Other Consultant Services	\$ 313,305
Civic Art	\$ 83,400
Library Materials	\$ 1,565,000
Miscellaneous Expenditures	\$ 22,159
County Services	\$ 1,104,997
Total Project Budget	\$ 12,595,000